

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL12017	
Explanation (Show any positions replaced) NL10801, GS-854/855-14		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input checked="" type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 1405	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Supervisory Program Integrator	GS	0301	14	efw	9/21/00
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of the Army	c. Third Subdivision Command Group
a. First Subdivision U. S. Army Materiel Command	d. Fourth Subdivision Command Annalysis and Planning Office (CA)
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Jerry L. Stahl Director, CAPO	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature:  Date: 9/21/00	Signature: _____ Date: _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
Typed Name and Title of Official Taking Action
James B. Godwin, Jr., Col, FA, Chief of Staff

22. Position Classification Standards Used in Classifying/Grading Position
USOPM Handbook of Occupational Groups and Families, July 1999, HRCD-7, USOPM Administrative Analysis Grade Evaluation Guide, July 1999, HRCD-7, USOPM General Schedule Supervisory Guide, January 1999, HRCD-6
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
Position is at the full performance level
BUS:8888

INTRODUCTION

Position is located in the Command Analysis and Planning Office, within the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

Exercises full supervisory and managerial authority and responsibility for assigned civilian personnel within the Command Analysis and Planning Office. Supervises GS-301-13 and GS-301-12 Program Integrators and Program Coordinators in the accomplishment of their assigned functions. Initiates personnel or position actions, assures training is provided, resolves informal complaints or grievances and approves or disapproves requests for leave. Promotes acceptance and adherence to provision of Labor Management Relations, Equal Employment Opportunity laws and regulations and other special emphasis programs. **25%**

Organizes and leads teams in the conduct of complex internal and external Command level studies, analyses and special projects. Serve as the Command focal point responsible for directing study efforts in response to requirements that cut across all Command PMs and/or Directorates, providing independent objective and subjective review, analysis and study capability. Independently synthesizes and converts complex and unbounded study requirements into specific action plans, assigns clear lines of responsibility and determines the method and process to accomplish and present the study or special project. Develops and uses operations research methods, mathematical models and other qualitative and quantitative analysis techniques, and systems analysis expertise to conduct special studies and projects. Independently prepares and presents analytical results and briefs to justify or defend findings and recommendations. Maintains a high level of practical knowledge concerning current and emerging modeling and simulation technologies and the interfaces among the planning, operation and control processes at all levels of the Command. **20%**

Serves as the senior advisor and lead analyst for strategic, operational, managerial, and technical integration activities to increase leveraging, efficiency, effectiveness, quality and synergy while reducing duplication, time and resources. Responsible for developing and leading systems analysis activities

and measurement processes to maximize the visibility of potential and current requirements and technologies and to ensure effective and efficient leveraging of information and resources. Independently determine and assess interrelationships across complex multi-dimensional activities that apply vertically within and horizontally across all organizational elements. Apply cognitive techniques and analyses to recognize and independently act upon potential opportunities to minimize technical and resource duplication and increase synergies throughout command programs and processes. Continuously decomposes short and long term efforts, programs and processes to conduct extensive performance evaluations. Develops and independently presents, by way of decision papers, communications and briefings, potentially controversial and critical observations, findings and recommendations to current and future programs and processes. Interfaces with and is cognizant of integration and performance measurement activities relating to external organizations that affect or influence the Command, internal programs or processes. Communicates directly with any staff or organization within or outside the Command. Establishes measures of effectiveness, evaluates and appraises senior leadership on the progress of horizontal integration activities and initiatives. Independently determines areas requiring special emphasis.

20%

Responsible for the development, management and execution of the Command's performance measurement system and underpinning processes. Independently applies principles of qualitative and quantitative analysis and evaluation techniques to establish inter-relationships among corporate visioning, strategy formulation and performance measures. Guides and monitors the establishment of goals and assesses progress of specific analyses and efforts relating to Command operation and program performance measurement. Prepares, reviews and coordinates Command performance reports for the commander and those required by higher headquarters. Manages the development of methodologies for measurement and presentation of performance. Evaluates Command processes and recommends improvements and reengineering through use of innovative and logical analysis/assessment of business methodologies/practices. Develops new or substantially modified processes, planning and control techniques to enhance organizational and mission productivity and program execution effectiveness.

20%

Responsible for the development and management of the Command's strategic planning process. Assesses status of the Command and develops futuristic visions based on changing political and economic conditions. Recognizes the relationships and influences of the modeling and simulation activities throughout the Army, other agencies, and private industry. Interfaces directly with the Command ESC to direct discussions on issues of a strategic nature and critical operating aspects of the Command's business practices. Presents the ESC with futuristic visions based on external and internal conditions, recommending areas to be pursued and divested. Continually evolves the ESC and strategic business planning processes to meet organizational and operational changes. Maintains

active affiliation with the AMC senior leadership and represents the Command at meeting to forge the AMC strategic business planning direction. **15%**

CLASSIFICATION FACTORS APPLICABLE TO NON-SUPERVISORY DUTIES

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

- Comprehensive expert knowledge of both qualitative and quantitative analytical management methods.

- Expert knowledge and through understanding of advanced principles and applications of organizational behavior, management and problem solving techniques and organizational design.

- Thorough knowledge and understanding of inter-relationships of the acquisition, development, fielding and life cycle support and technical aspects of simulations, simulators, training and instrumentation systems.

- Knowledge and understanding of the DOD Materiel Acquisition Process, to include a demonstrated thorough knowledge of the DOD 5000 series documents, the FAR, PPBES system, and AR 70-1.

- Knowledge, understanding and inter-relationships of the mission, doctrine, and strategy of the Army, AMC and STRICOM.

Knowledge of inter-relationships of the military Command structure, missions, programs and organization relationships.

- Knowledge and application of techniques to identify, negotiate and successfully present controversial and critical observations, findings and recommendations.

- Knowledge and application of cognitive techniques to grasp diverse points of information and synthesize them into homogeneous ideas, concepts and initiatives which can be understood and implemented.

- Demonstrated knowledge and application of techniques to plan, organize and direct team work efforts.

FACTOR 2 SUPERVISORY CONTROLS

Incumbent works under the supervision of the Director of the Command Analysis and Planning Office. The employee and supervisor mutually develop acceptable objectives, which identify the work to be done, the scope of the work, and deadlines and other measures for its completion.

The employee is responsible for planning and organizing the work, coordinating with staff and line management personnel, and conducting all phases of the

projects. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact.

Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Completed work is also reviewed critically outside the employee's immediate office by staff and line management officials whose programs and employees would be affected by implementation of the recommendations.

FACTOR 3 GUIDELINES

Guidelines include STRICOM local policies, various AMC, DA and DoD regulations governing the inter-related and distinct processes used in accomplishing the command's mission. Guidance is in the form of basic administrative policy statements and requires application of judgement and discretion in determining intent. Interpretation and adaptation of guidelines is required. . The employee may develop more specific guidelines such as local procedures for implementation when necessary.

FACTOR 4 COMPLEXITY

Plans, coordinates and carries through to completion the implementation of significant command analyses and studies which are used to change processes and assess progress towards attaining Command goals and objectives. Work efforts are typically of a scope as to require consideration of immediate as well as long range effects of actions. Difficulty exists in identifying and understanding the nature of the multi-dimensional and complex issues or problems encountered. Work efforts are usually controversial and critical. Work involves implementing basic to significant changes in planning, executing, controlling and budgeting STRICOM's programs, processes and activities. Work impacts and influences how the command allocates its resources.

FACTOR 5 SCOPE AND EFFECT

Complete responsibility for implementing techniques and processes to improve efficiency and effectiveness of command operations, programs and process. Work results impact command wide operations, each PM and Directorate and potentially external organizations. Analytical studies often lead to realignment of functional responsibilities and programs, expansion and contraction of activities or redistribution of command resources. Results of work are critical to STRICOM's mission and may affect large numbers of people on a long-term and continuing basis.

FACTORS 6 & 7 PERSONAL CONTACTS/PURPOSE OF CONTACT

Contacts include employees, management and high-ranking officials within STRICOM, AMC and DA as well as officials of other Government agencies and contractors, in moderately unstructured settings. These contacts take the form of discussions, meetings, conferences, negotiations, briefings and interviews. The purpose of these contacts is to convince, influence decisions, justify and explain findings and recommendations. Matters involving controversial issues such as recommendations affecting resources, processes and programs are also settled.

FACTOR 8 PHYSICAL DEMANDS

The work is primarily sedentary.

FACTOR 9 WORK ENVIRONMENT

Work is typically performed in an office setting. Occasional travel is required

CLASSIFICATION FACTORS APPLICABLE TO SUPERVISORY DUTIES

FACTOR 1 PROGRAM SCOPE AND EFFECT

The purpose of the work is to manage and direct a staff of GS-301-13 and GS-301-12 Program Integrators and Program Coordinators who perform special project studies; assess resource requirements from an organizational perspective in terms of how STRICOM might be impacted; and conduct strategic planning activities that cut across all aspects of the Command. Incumbent has complete responsibility for implementing techniques and processes to improve efficiency and effectiveness of command operations, programs and process. Work results impact command wide operations, each PM and Directorate and potentially external organizations. Analytical studies often lead to realignment of functional responsibilities and programs, expansion and contraction of activities or redistribution of command resources. Results of work are critical to STRICOM's mission and may affect large numbers of people on a long-term and continuing basis.

FACTOR 2 ORGANIZATIONAL SETTING

Incumbent reports to the Director, Command Analysis and Planning Office (GS-15), who is one reporting level below the first SES or general officer in the direct supervisory chain.

FACTOR 3 SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

Incumbent exercises independent judgement and applies exceptional managerial skills. Work performed is reviewed in terms of the incumbent's effective execution of the functions of the unit supervised to include planning, direction and timely execution. Incumbent exercises supervisory responsibility by directing, coordinating and overseeing work of individual subordinates; exercising significant responsibilities in dealing with officials of higher rank; making selections for subordinate positions; hearing and resolving employee complaints and grievances; taking or recommending disciplinary actions; approving expenses comparable to within-grade increases, extensive overtime, and employee travel; recommending awards and bonuses; finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

FACTOR 4 NATURE AND PURPOSE OF CONTACTS

Contacts include employees, management and high-ranking officials within STRICOM, AMC and DA as well as officials of other Government agencies and contractors, in moderately unstructured settings. These contacts take the form of discussions, meetings, conferences, negotiations, briefings and interviews.

The purpose of these contacts is to convince, influence decisions, justify and explain findings and recommendations. Matters involving controversial issues such as recommendations affecting resources, processes and programs are also settled.

FACTOR 5 DIFFICULTY OF TYPICAL WORK DIRECTED

The grade level of non-supervisory subordinate positions includes GS-13 and GS-12 Program Integrators. Highest level of base work is GS-13.

FACTOR 6 OTHER CONDITIONS

Supervision and oversight requires exceptional coordination and integration of a number of very important and complex programs of technical, managerial and administrative work comparable in difficulty to the GS-13 level. Supervision and resources involve major decisions and actions that have a direct and substantial effect on the organization managed.

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736 (c) (1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in the position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such agreement alter any other terms or conditions of employment.